



**U.S. Department of Housing and Urban Development**  
San Antonio Field Office, Region VI  
Office of the Field Office Director  
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[www.hud.gov](http://www.hud.gov) [www.espanol.hud.gov](http://www.espanol.hud.gov)

**NOV 20 2018**

Dave Hendricks  
E-mail: 63246-75505241@requests.muckrock.com  
Sommerville, MA

Dear Mr. Hendricks:

RE: Freedom of Information Act Request  
Request No.: 19-FI-R06-00251

This letter acknowledges the Department of Housing and Urban Development's receipt of your Freedom of Information Act (FOIA) request dated November 2, 2018 and received in the San Antonio Field Office on November 13, 2018.

Pursuant to the FOIA, 5 USC 552(a)(6)(A)(i), once HUD properly receives a FOIA request, the Department has 20 working days within which to make a determination on the request unless unusual circumstances exist. Under unusual circumstances, such as an agency's backlog, or the need to examine a voluminous amount of records required by the request, or the need to refer a matter, HUD can extend the 20-day time limit for processing a request. Based upon HUD's experience and current inventory, it is estimated that it may take up to six months to complete processing of your request.

Your request asks for emails/calendar entries of several HUD employees. Part of your request requires use of the Agency's eDiscovery system to search for responsive documents. This system involves time consuming procedures and increase the processing time of your FOIA.

The Department's eDiscovery tool is contracted with a third-party. The system utilized by this contractor auto-assigns a collection date on a first-in-first-out basis and is capable of collecting records for a set number of custodians per day. As a result, the Department does not maintain direct control over the collection process and cannot alter the scheduled collection date for a particular request.

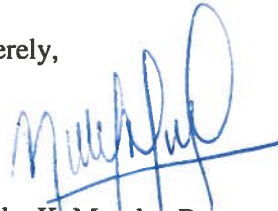
Given the high volume of requests for eDiscovery searches, the third-party system is operating at capacity with a significant backlog. Once the record collection has been completed, responsive records will be delivered to the FOIA Branch for review. At that time, we will work diligently to finalize your request as quickly as possible.

HUD's policy is to process FOIA requests using "multi-track processing," which allows the Department to process FOIA requests on a first-in/first-out basis, within each track. HUD places FOIA requests in its routine or complex track, based on the amount of work and time involved in processing the request. The criteria for assignment to a specific track are found in HUD's FOIA regulations, 24 CFR §15.104 (2017). Your request is being processed on the Complex track. Please note that upon further evaluation of your request, you may be notified that your request has been transferred to another track. It has been determined that your requester status is classified as "Other use requester" pursuant to 24 CFR §15.106 (2017).

The Department will comply with your request to the extent permissible by law. Any records not subject to an exemption will be forwarded to you promptly upon the completion of HUD's search and review process. Your request has been assigned to Catherine Mair for processing. If you have any questions regarding your request, please contact Catherine at (210) 475-6835.

Thank you for your interest in the Department's programs and policies.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Zuleika K. Morales-Romero', with a large, stylized flourish at the end.

Zuleika K. Morales-Romero  
Field Office Director/FOIA Liaison  
HUD San Antonio Field Office